

ARTICLE 18
DISCIPLINARY & ADVERSE ACTIONS

Section 1: Discipline.

- a. Discipline will be initiated for such cause as will promote the efficiency of federal service. Discipline is intended to correct an individual's behavior, as well as to maintain order and efficient operation within the work place. It is understood that discipline should not be punitive in nature. Discipline shall include the following types of correction in accordance with federal regulations:
 - 1. Letters of admonishments or Warnings
 - 2. Letters of reprimand
 - 3. Suspensions of fourteen (14) calendar days or less
- b. Adverse Actions:
 - 1. Suspensions of more than fourteen (14) calendar days
 - 2. Demotions
 - 3. Removal
- c. It is understood that these steps are not absolute and may or may not always be followed, depending on the nature of the offense.

Section 2: Advance Notice.

IHSHQE will give advance written notice to the EMPLOYEE of any proposed disciplinary action, with the exception of Letters of Warning, Admonishments, Letters of Reprimand, or discipline resulting from any situation in which IHSHQE invokes the "crime provision" of 5 U.S.C.7513(b). Advance notice for suspensions of 14 days or less will be 15 days and for adverse actions 30 days. Such notice will provide for a reasonable time to respond orally and/or in writing to the proposed action. IHSHQE shall give sincere consideration to the EMPLOYEE'S response and will make a good faith effort to address arguments raised. IHSHQE will provide a written notice of its decision. Letters of Reprimand or letters proposing more severe action shall be acknowledged by the EMPLOYEE'S signature as a record of receipt. Should the EMPLOYEE refuse to sign receipt of the letter, the supervisor will so state on the face of the letter.

Section 3: Right to Representation.

Upon request by an EMPLOYEE, a Steward may represent an EMPLOYEE in an oral reply to a proposed adverse action.

Section 4: Statutory Appeals.

UNION may serve as an EMPLOYEE'S representative at a statutory appeals hearing, when so designated by the EMPLOYEE. UNION'S participation at such hearings shall be governed by the rulings of the Hearing Officer and procedure of the applicable appeals procedure.

Section 5: Privacy Rights.

The Privacy Act rights of EMPLOYEES will be respected when considering disciplinary and adverse actions. To respect EMPLOYEE'S rights to privacy, it is the affected EMPLOYEE'S responsibility to notify UNION of any disciplinary or adverse action and to inform in writing the immediate supervisor that the EMPLOYEE designates UNION to represent them. Once written notice is received, the supervisor and appropriate IHSQE staff may then provide information and documents to UNION that are relevant to the proposed action, upon request.